



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: November 15, 2011

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: November 29, 2011

Applications received after closing date may be considered if
position is not filled.

TITLE: Education Program Development Specialist 2

REFERENCE #: DOE-057-11

POSITION #: 925601

BARGAINING UNIT/RANGE: P 28

SALARY: \$68,993.91 - \$98,318.61

LOCATION: Trenton, NJ

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Programs and Operations, Office of Title I

DESCRIPTION

Under general direction of the Director of the Office of Title I, designs, produces, and delivers curricula, training, program improvement, and related education services to education agencies to ensure the achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; performs work of a professional nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide. May provide oversight of the implementation of Title III (Language Instruction for Limited English Proficient Students and Immigrant Students) of the federal Elementary and Secondary Education Act (ESEA). May design and deliver technical assistance to districts, family/parent groups, community groups as well as staff in other offices and agencies. May collaborate with school district staff and other stakeholders to develop and implement strategies to address the needs of ELLs. May develop correspondence to communicate state and federal statutory/regulatory requirements to school districts and other interested parties. May perform mandated regulatory functions such as including monitoring and evaluating school districts, collecting and analyzing data; does other related duties.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Master's degree in Education or related field.

Note: Graduation from an accredited college or university with a Master's degree AND possession of a New Jersey teacher's, supervisor's or school administrator's certificate issued by the State Board of Examiners and/or other professional endorsement may be substituted for the above education.

Experience: Four (4) years of experience in education programs in a school district or other educational institution. Experience in bilingual/ESL education programs and teacher certification preferred.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/70341.htm>

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-057-11
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us